

ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMITTEE

Summary of Minutes

December 6, 2001

Voting Members Present:

David A. Felix, Lt. Colonel/CJSD, representing Chairman Dennis A. Garrett,
Director, Arizona Department of Public Safety
Ray Allen, Assistant Fire Chief, City of Tucson Fire Department
Michael F. Fusco, Fire Chief, Arizona Fire Chiefs Association
Richard Harper, Captain, representing Richard Miranda, Chief, Tucson Police Department
Jan Hauk, President, Arizona Fire District Association
Brian Hough, Sergeant, representing Brian Hounshell, Sheriff, Apache County Sheriffs Association
Charlie Lentner, Commander, representing Danny Sharp, Chief, Oro Valley Police Department
Blake McClelland, Commander, representing Harold Hurtt, Chief, Phoenix Police Department
Brad Provost, Commander, representing John Corder, Chief, Show Low Police Department
Roy Ryals, Director of EMS Services, Rural/Metro Ambulance

Voting Members Absent:

Michael Austin, Director, Arizona Division of Emergency Management
Harry Beck, Deputy Chief, City of Phoenix Fire Department

Other Attendees:

Mike Branham, Executive Director, Arizona Criminal Justice Commission
Mike Brown, Assistant Communications Director, City of Mesa
Rob Cahoon, Sergeant, Arizona Department of Public Safety
Phil Case, Comptroller, Arizona Department of Public Safety
Milan Dobras, Telecommunications Engineer, Arizona Department of Public Safety
Joe Farmer, Program Mgr Drug Control/Systems Improvement, Arizona Criminal Justice Commission
Ward Fleger, Deputy Chief, City of Mesa Fire Department
Michael Gills, Booz Allen Hamilton
Glenn Giver, Arizona Department of Juvenile Corrections
Kirk Gordon, Booz Allen Hamilton
Joe Jakoby, Systems Engineer, City of Tucson
Curt Knight, Telecommunications Bureau Manager, Arizona Department of Public Safety
Rick Knight, Lieutenant/Legislative Liaison, Arizona Department of Public Safety
Stan Park, Radio Communications Manager, Arizona Department of Corrections
Harold Pierson, Radio Shop Manager, Rural Metro Southwest Ambulance
Dennis Price, Captain, Yavapai County Sheriff's Office
Georgene Ramming, CJSD Chief of Staff, Arizona Department of Public Safety
Robert Ramming, Project Management, Government Information Technology Agency
Kevin Rogers, Support System Analyst, Northern Arizona University Police Department
Adam Roy, Booz Allen Hamilton
Todd Sander, Chief Information Officer, City of Tucson
Larry Sayers, Radio Communications Manager, Pima County
Mel Weimeister, Telecommunications Superintendent, Phoenix Police Department

Paul Wilson, Captain, Pima County Sheriff's Department

Call to Order

Lt. Colonel David Felix, representing Director Dennis Garrett, opened the meeting at 9:10 a.m. Introductions of the attendees took place.

Minutes

A motion was made by Roy Ryals to accept the minutes of October 30, 2001, seconded by Charlie Lentner. Motion passed.

Status of Federal Funding Needs Assessment

Mike Branham provided a briefing on the status of Arizona needs assessment, stating that \$500,000 in federal funds would be available for an interoperability needs assessment by early Spring. Mike Branham also noted that Arizona had never previously received any Byrne discretionary money. The committee mentioned that a technology consulting firm would conduct the needs assessment and a request for proposal (RFP) would be released.

PSWN Program State and Local Interoperability Assistance Work Plan and Outreach and Education Strategy

David Felix introduced the PSWN Program support team. The PSWN program was approved to assist Arizona from October 1, 2001 through March 1, 2002, with the possibility of an extension to this time frame. Mr. Michael Gills began by briefing the committee on the history and background of the PSWN Program. He then outlined the PSWN Program support to the committee as presented in the State and Local Interoperability Assistance Work Plan for the State of Arizona.

Mr. Gills then facilitated a two-hour session on the preliminary outreach and education strategy. Specifically, he obtained the committee's input and confirmation on the objectives, target audiences, message themes, tactics, and appropriate timelines contained in the strategy. The committee's input on each audience is listed below.

Audience	Stakeholders
Elected Officials	<ul style="list-style-type: none">• Arizona Department of Corrections• Arizona Emergency Medical Services (EMS) Council• Arizona Trauma Advisory Board• Chief information Officers (CIO)• City managers• Government Information Technology Agency (GITA)• Governor and staffers• Local fire and Emergency Medical Services (EMS) departments• Local police departments• Metropolitan area mayors (e.g., Phoenix, Mesa, Tucson)• Northern Arizona University Police Department• State and local public safety entities• State Legislature and staffers (e.g., Judiciary and Appropriations Committees)

Audience	Stakeholders
	<ul style="list-style-type: none"> • The Arizona Division of Emergency Management (ADEM) • U.S. Congress (e.g., Arizona delegation)
Public Safety Associations	<ul style="list-style-type: none"> • Arizona Ambulance Association • Arizona Chapter of the Red Cross • Arizona Chiefs of Police • Arizona City/County Management Association • Arizona Conference of Police and Sheriffs (AZCOPS) • Arizona Correctional Peace Officers' Association • Arizona Emergency Services Association • Arizona Fire Chiefs Association • Arizona Fire Districts Association • Arizona Fraternal Order of Police • Arizona Highway Patrol Association • Congressional Fire Services Institute
Civic Leadership Forums	<ul style="list-style-type: none"> • American Association of Retired Persons • Arizona Silver Haired Legislature • Citizens Academies • League of Arizona Cities and Towns
Federal Agencies	<ul style="list-style-type: none"> • National Park Service • U.S. Bureau of Land Management • U.S. Customs Service • U.S. Department of Defense • U.S. Department of Justice (Justice Wireless Network [JWN]) OIG, BOP, DEA, INS, Marshals, FBI, • U.S. Department of the Treasury (Integrated Treasury Network [ITN]) • U.S. Department of Transportation
Tribal Nations	<ul style="list-style-type: none"> • Arizona Commission of Indian Affairs • Inter-Tribal Council • Navajo Nation • Truxton Canyon Tribes (Navajo Nation, Gila River)

After Mr. Gills noted the targeted audiences, he recorded the committee’s input on the following key message themes and important information for inclusion in outreach materials:

- Link interoperability with homeland defense and antiterrorist activities
- Solicit funding from the U.S. Congress for state and locals to fight terrorism
- Raise awareness of the current problems when attempting to communicate
- List actual anecdotal examples such as “World Trade Center” and “Pentagon” disasters

- Highlight the results of not talking versus the benefits of talking
- Highlight collective efforts among public safety, elected, and appointed officials
- Highlight efficient uses of spectrum as witnessed in Mesa and Phoenix
- Define public safety
- Reach out to the local and rural groups to explain why interoperability is important to them
- Reach out to Arizona Department of Transportation
- Include Arizona's current inventory of communications assets
- Emphasize that time is of the essence
- Diagram the step-by-step process of building a system.

After gaining a consensus on the message themes, Mr. Gills discussed and confirmed the tactics lists and content of each tactic. These tactics included walk-ins with key legislative officials; obtaining coverage by television media and print media; placing articles in newsletters; and developing public service announcements, background briefings, and fact sheets.

At the end of the facilitation, Mr. Gills recorded specific actions agreed to by the committee for PSWN Program staff and the committee to begin implementation of the outreach and education strategy. The committee highlighted the following items for immediate assistance:

PSWN Program Actions	Arizona PSCC Actions
<ul style="list-style-type: none"> • Finalize pre- and post-outreach benchmarking survey on outreach activities for committee review • Incorporate Arizona PSCC input into preliminary outreach and education strategy for committee approval on January 22 • Develop outreach and education implementation plan for committee review • Create a model consensus statement for committee use • Assist in the development of the Arizona DPS Web site content • Develop video scripts content for Arizona DPS interoperability efforts • Develop a fact sheet for audiences identified by the Arizona PSCC • Create briefing slides and talking points for the Arizona DPS Director presentation to the International Association of Chiefs of Police 2002 conference • Identify key contacts in the Arizona tribal nations for use by committee to invite in Arizona state efforts • Provide briefing support for the Arizona EMS Association's 1-day meeting • Provide briefing support to the Annual State Law Enforcement Meeting (called the "Pow Wow") in July 2002 • Provide briefing support for the January 9, 2002, Region 3, 700 megahertz(MHz) planning committee meeting 	<ul style="list-style-type: none"> • Develop inventory of communications assets of the Arizona PSCC • Identify key representatives of the Silver Haired Legislature • Provide PSWN Program staff with current briefing materials on Arizona PSCC efforts • Serve as primary review team for outreach and education materials • Provide needs assessment information to PSWN Program staff to include in outreach materials • Provide additional outreach opportunities (e.g., newsletters and mailing lists)

PSWN Program Actions	Arizona PSCC Actions
<ul style="list-style-type: none"> • Provide briefing support for the Arizona Ambulance Association meeting • Provide briefing support for the Arizona Fire Districts Association meeting January 17–20, 2002 	

Legislative PSCC Resolution

The committee addressed a Resolution drafted by the Arizona PSCC. This resolution stated that a statewide public safety communication system with standards established for all public safety agencies should be developed on a shared platform. Roy Ryals proposed adding the following changes: page 1, paragraph 1, line item 8 - add the word “medical” to read “...emergency medical response, transportation management, ...” and on page 1, paragraph 2, line item 12 – add “, both public and private” to read “...in all aspects of public safety services, both public and private to work together...” A motion was made by Roy Ryals to adopt the resolution with the changes proposed, seconded by Michael Fusco. Motion passed.

Letter to the Federal Communications Commission

The committee discussed a draft letter to the Federal Communications Commission, for notification of administration of the interoperability portion of the 700 MHz spectrum. A committee member stated that this could easily be facilitated because Arizona had no television stations on 700 MHz channels. A motion was made to approve the letter as written, seconded by Richard Harper. Motion passed.

Arizona Public Safety Interoperability Conference

David Felix asked Mr. Gills to discuss the PSWN Program's support to 1-day interoperability conferences. Mr. Gills confirmed (on behalf of the PSWN Program Managers) that the program would provide support to the Arizona Public Safety Interoperability Conference and then explained the PSWN Program's protocol for supporting 1-day conferences. David Felix mentioned the committee had already selected a site (Phoenix Civic Plaza) for the 1-day conference. He further stated that the committee would seek to contract for this site at a cost of \$500 (capacity of 300 people). Mr. Gills recorded the committee's input on the 1-day Interoperability Conference:

Arizona Public Safety Interoperability Conference	
When:	April 2002. If space is not available, the committee will plan for May 2002.
Where:	Phoenix Civic Plaza, 111 North 3 rd Street, Phoenix, AZ 85004. The Phoenix Police and Fire Departments can reserve the meeting space for \$500.
Invitees:	The Governor and chief of staff, public safety officials, legislative staff, federal law enforcement agencies, transportation officials. Expect 125–150 attendees.
Invited by:	The Governor or the Director of the Arizona DPS
Symposium Marketing Plan:	Blast fax capabilities, address lists, teletype, and List serve capabilities
Hosted by:	Arizona Public Safety Communications Committee (including a list of its member agencies)
Arizona PSCC 1-Day Conference Hosts:	<ol style="list-style-type: none">1. Lieutenant Colonel David Felix, Arizona DPS2. Lieutenant Terry DeBoer, Arizona DPS3. State Fire Chief Mark Gaylord, Goodyear
Interested in Presentations By or About:	<ul style="list-style-type: none">• Deputy Commander for the NY Fire Department• Pentagon Response Team• Hyder (Arizona) Train Derailment• UCAN—Post Olympics Lessons Learned (Steven Proctor)• Multi-agency Statewide Leased Voice Radio System (Craig Allen)• Interoperability Efforts in the State of Arizona• Columbine Response• Vendors Panel

Arizona Public Safety Interoperability Conference	
Preliminary 1-Day Agenda :	<ul style="list-style-type: none"> • Welcome • Keynote • PSWN Program Update Panel: Elected and Appointed Officials • Arizona Local, State, and Federal Interoperability • Funding • Incident Presentation • Track 1: For Policy Makers • Track 2: For Wireless Communications Users

Next Meeting

The next meeting is scheduled at 2:00 p.m. on January 22, 2002. The meeting will be held at 2010 W. Encanto Blvd., Phoenix, AZ, in the East Classroom (this DPS building is across the street, East of the DPS Headquarters building).

Adjourn

The meeting was adjourned at noon.